Approved For Release 2008/07/18 : CIA-RDP86B01123R000100060015-8

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Supplemental Support Packages

DD/A Registry
82-0436/14

FROM:
EO/DDA
7D-18 Hqs.

EXTENSION

NO.

STAT

STAT

DATE 22 June 1982

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. ADDA				Dave:
2. DDA				Per your request, attached is a draft of a statement for your consideration and review.
3.				
4. C/AG/COMPT 4E-06 Hqs.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

STAT

Distribution:
0 - C/AG/COMPT w/att
1 - DDA Subj w/att
1 - DDA Chrono w/att
1 - MS w/att
1 - EO Chrono w/att

EO/DDA ba(21Jun82)

STAT

STAT

FORM 1-79 610 USE PREVIOUS EDITIONS

Approved For Release 2008/07/18 : CIA-RDP86B01123R000100060015-8

Approved For Release 2008/07/18 : CIA-RDP86B01123R000100060015-8

Approved For Release 2008/07/18 : CIA-RDP86B01123R000100060015-8

Supplemental Support Packages

In order to ensure that sufficient support resources are budgeted for the Agency's New Initiatives, the Deputy Director for Administration (DDA) was asked to develop Supplemental Support Packages to be included in the 1984 Program submission. The initial step in the formulation of these packages was to determine, with the assistance of the other Directorates, those factors which have an impact on support resources. After an extensive reduction and refinement process, these factors were narrowed down to include personnel, facilities, travel and transportation relating to equipment/people, and contractual services. Based on these four factors, the DDA developed its corresponding requirements for support resources to sustain, at an adequate level, New Initiatives forwarded by other Directorates.

Each Directorate's New Initiatives impact on the DDA in terms of support. For example, if the New Initiative stemmed from the DDI and involved additional personnel, provision has to be made for space, furniture, ADP-related equipment, payroll support, training resources, security support, medical assistance, communications support for secure voice capabilities, supplies, courier services, unclassified telephone costs, utility expenses, etc. In a similar fashion, personnel increases in other Directorates create demands for support with variations stemming from the individuals' assignments to Headquarters, elsewhere in CONUS, or abroad.

New Initiatives which require separate facilities have a direct impact on the Offices of Communications, Data Processing, Security, Logistics, and possibly the Offices of Finance, Medical Services, and Information

Services. Real estate must be located, rented, and renovated; separate communications and data processing centers may be necessary; physical security installations and guard services must be provided; additional transportation, registry, and courier services are usually required; and separate medical/finance support may also be necessary depending on the number of the personnel assigned to the facility.

New Initiatives which involve significant increases in travel of personnel or shipment of equipment as well as increases in contractual services require additional resources primarily in the areas of logistics and finance and, depending on the nature of contractual services, often necessitate increased security and communications support.

Based on existing support resources required to sustain the Agency's ongoing collection and production programs, and taking into consideration their base capabilities, DDA offices submitted their needs in terms of positions and funds to adequately support levels of increases involving the four factors cited above. These support resource needs were subsequently applied, in a proportionate manner, to each of the New Initiatives submitted, with adequate provision made for the existing support resource base. No provision was made for support "overhead" costs such as the supervision, management, and training of DDA personnel who would encumber the new positions; the additional burdens which would be levied on the Directorate's staffs and senior management were ignored; and minimal consideration was given to support the increase in DDA personnel contained in these packages.

Resources contained in the Supplemental Support Packages only deal, therefore, with the increase in

Approved For Release 2008/07/18 : CIA-RDP86B01123R000100060015-8
Approved For Release 2008/07/18 : CIA-RDP86B01123R000100060015-8

collection and production activities. The Agency can no longer afford to continue to expand its programs without paying appropriate attention to the need for support resources to sustain these programs at an acceptable level of productivity and efficiency. Most of the Agency's facilities are now over 20 years old and sorely in need of upgrading. Most of the DDA's own New Initiatives contain resources to upgrade these facilities to meet the heavy demands being placed on them. The DDA's base capability resources merely keep pace with the increased costs involved with providing support to existing, largely technically based, collection and production programs. Under these circumstances, there is no longer any opportunity to divert DDA resources from ongoing programs to new activities without causing severe adverse impacts on collection/ production programs. Moreover, any further diversion of DDA resources from the area of support services will seriously impact on employee morale. Consequently, resources contained in the Supplemental Support Package are intended to reverse this "unhealthy" management approach in support of our new activities.

Approved For Release 2008/07/18 : CIA-RDP86B01123R000100060015-8

Approved For Release 2008/07/18 : CIA-RDP86B01123R000100060015-8